

<p style="text-align: center;"><b>TUCSON UNIFIED</b> SCHOOL DISTRICT</p> <p style="text-align: center;"><b>Tucson, Arizona</b></p> <p style="text-align: center;"><b>GOVERNING BOARD POLICY</b></p>	<p>POLICY TITLE: Scheduling Board Meetings and Agenda Items</p>
	<p>POLICY CODE: BEDBA</p>

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### Scheduling Board Meetings

Unless the Board votes otherwise, it shall hold its annual organizational meeting at 6 p.m. on the first Tuesday in January at which district schools are open. The agenda of this meeting includes the election of officers for the calendar year.

All other board meetings, except for emergency meetings, are scheduled and cancelled only by vote of the Board or by failure of a quorum to appear for a scheduled meeting.

If a quorum of the Board, including members participating by phone, has not appeared within 30 minutes of the scheduled start of the meeting, then it is cancelled unless the Board President or Superintendent is present and decides to extend the waiting period.

The Board can vote to grant discretion to the Superintendent or Board President to schedule Board meetings, within guidelines set by the Board, but this grant cannot extend beyond the end of the calendar year.

### Emergency Board Meetings

After consultation if possible, the Board President and Superintendent each have individual authority to call an emergency Board meeting. If the President is incapacitated, then this authority devolves to the Clerk. If the Superintendent is incapacitated, then this individual authority devolves to the General Counsel and the Deputy and Assistant Superintendents.

The Board President or Superintendent can ask the Board office to solicit Board members' availability for an emergency meeting and explain the reasons for the request, but Board members' replies should not discuss the merits of any proposed agenda items.

The person calling the emergency meeting must make the announcement in writing to Board members, the Board office, the Superintendent, and the Superintendent's office. This notice must state the reasons for the emergency and the meeting agenda, and it must include a declaration that the emergency meeting is necessary to prevent significant harm to the district, which could not be prevented or undone by action at the next already scheduled Board meeting

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The posting of the emergency meeting should comply with all requirements of the Open Meeting Law and district policy, except in special circumstances as provided by statute. The Board shall not, at an emergency meeting, vote to remove items from a future Board agenda.

### **Emergency Meetings with Less Than 24 Hours Notice.**

Calling a meeting or adding agenda items, with less than 24 hours notice to the public, is subject to statutory limitations in A.R.S. 38-431.02.

An emergency meeting called under such conditions shall be subsequently followed by the posting of a public notice within twenty-four (24) hours declaring that an emergency session has been held and setting forth the information required by statute. Chapter 7 of the Arizona Agency Handbook shall be consulted for guidance.

### **Placing Items on the Agenda**

Preparation

POLICY CODE: BEDBA

The purpose of this document is to describe the process and timeline for development of Governing Board meeting agendas.

The Board President ~~has~~ and Superintendent each have individual authority to place items on the Board's agenda. This should normally occur after consultation between the Board President and Superintendent.

Matters

#### **Requests from Individual Members**

An individual board member can request that an item be placed on the Board's agenda by sending a Board Agenda Item (BAI) to the Board President or Superintendent. The requested item should normally be scheduled within eight weeks of the request, but this deadline can be extended in the following circumstances.

- All board member(s) requesting the item agree to such an extension, in written communication to the Superintendent or Board President.
- The eight week deadline would force scheduling at a Board meeting within six months of a meeting at which the Board, in the judgment of the Board President and Superintendent (whichever received the request), considered a substantially similar item. In this case, the requesting Board member shall receive notice of this determination.
- The item requests information from staff, which staff requires additional time to prepare. In this case, the Superintendent shall advise the requesting Board member and the Board President, in writing, of the need for such postponement.
- The item requests an Executive Session discussion, that is inappropriate by law. In this case, the General Counsel shall advise the sponsoring Board member, the Board President, and the Superintendent, in writing, of this determination.

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The BAI should state, at minimum, the title of the agenda item, whether the item is to be considered for Information or Study or Action, in public or executive session, and a brief description of the purpose for bringing this agenda item forward for consideration, or possible action. The BAI may include supporting material, to be posted with the agenda item.

The Board President or Superintendent should communicate approval of a BAI in writing, including ~~study session~~ the Board meeting for which it is approved, to the requesting member(s) and the Board Office. ~~matters, are referred to as items. Items may be placed on a Governing Board meeting agenda as follows:~~

~~—The~~

An individual Board member's right to request research, in preparation for an agenda item, shall be in accordance with Policy BBAA.

When scheduling an item within the eight week window, the Board President or Superintendent may ~~place items on an agenda for a future Governing Board meeting, in consultation with the Board President, or~~

~~—The Superintendent shall place an item on an agenda for a future Governing Board meeting if at least two Board members make a request to do so. The particular meeting at which the item will be scheduled shall be determined by the Superintendent in consultation with the Board President, taking into consideration consider the anticipated length or number of other agenda items scheduled for particular future Governing Board meetings, ~~necessity~~ the adequacy of notice to other Board members and the public, the staff time needed to prepare for addressing the proposed agenda item, ~~opportunity to discuss and take action on~~ (if the item, BAI makes requests of staff), attendance of persons necessary to address the item ~~at a future meeting~~, and any other relevant ~~factors~~ circumstances.~~

~~—Any Board Member desiring to place an item on the agenda for a future Governing Board meeting may submit the particular item to the Superintendent through the Director of Staff Services.~~

~~—The proposed agenda item may be removed from an agenda if a Board Member withdraws his/her~~

Once approved by the Board President or Superintendent, a Board member's agenda item can be removed from that agenda only by that member's written request to the Board Office or by vote of the Board. If multiple members have requested the item, then a request to remove the item can be honored only if requested in writing by all of those members.

The Board member(s) requesting a BAI should be stated on the Board agenda where the item appears. No such identification is necessary for items initiated by the Superintendent.

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If a Board member is unsatisfied with the scheduling of a requested agenda item, then the member has the option to ask the Board to vote to schedule the item, during the agenda item “Future Meeting Dates and Agenda Items,” which appears at the end of each board agenda (cf. Policy BEDB).

### **Timelines and Deadlines.**

Policy BEDB provides timelines for the submission and, after withdrawal, there are fewer than two Board Members requesting that the item be on a future Governing Board agenda.

— Alternatively, if only one Board member requests that an item be placed on an agenda for a future Governing Board meeting, the Board Member may submit to the Director of Staff Services a posting of agenda items. These apply equally to superintendent-initiated and Board Agenda Item Form stating the title of the agenda item and a brief description of the purpose for bringing this agenda item forward for consideration.

— Forms must be submitted no later than the end of the workday on Tuesday, a week prior to the Regular Board Meeting.

— The item with all supportive documentation will be placed under the section titled *Board Member Requests To Schedule Board Agenda Items*.

— The Superintendent will not prepare reports or any analyses other than an estimate of resources and timelines that may be required to develop the requests into study/action or information-initiated agenda items for consideration, by the Governing Board.

— Public meeting Governing Board discussion and/or action will be limited to the purpose of placing the item on the next most appropriate agenda for consideration and action as necessary.

— If a majority of board members vote to develop the request into a study/action or information item, the Superintendent shall take appropriate steps to prepare reports, information, and/or analyses. In such case, the Superintendent will place the item on the next most appropriate meeting, considering relevant scheduling factors set forth in this policy. The agenda and supporting materials shall be distributed to the board members three (3) business days but not less than twenty-four (24) hours prior to the meeting. Copies of the agenda packet shall be available to the public and the press by 10 a.m. the day prior to the board meeting.

### **Future Agenda Process Planning**

The Superintendent will develop and distribute to staff the Submission Schedule for agenda items, for meeting dates approved by the Governing Board.

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The Superintendent's Office is responsible for maintaining a calendar of future Board agenda items and sharing this with the Board Office.  
~~board agenda items and for keeping the Board Office informed.~~

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~~At the end of each regular Governing Board meeting under agenda item "Future Agenda Items," a board member may propose future agenda item(s), with limited discussion. The discussion should center around the purpose of placing the item on the next most appropriate agenda for consideration and action as necessary.~~

- Adopted:- January 16, 2007
- Revised:- February 10, 2009
- Review:- January 12, 2010 [reviewed; no changes made]
- Revised:- June 22, 2010
- Revised:- February 22, 2011
- Revised:- March 27, 2012
- Revised:- April 23, 2013 [Readopted June 22, 2010 version]
- Revised:- March 8, 2016
- Revised:- January 17, 2017

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**LEGAL REF.:-** A.R.S. 38-431  
**CROSS REF.:-** Policy # BEDB – Board Meeting Agendas

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